



## Memorandum # 13/2006

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission  
Five Middlesex Avenue, Third Floor, Somerville, MA 02145  
Ph 617 666 4446 | Fax 617 628 4002 | TTY 617 591 8917 | [www.mass.gov/perac](http://www.mass.gov/perac)  
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### MEMORANDUM

TO: All Retirement Boards

FROM: Kevin P. Blanchette, Deputy Executive Director of Operations

RE: Calendar Year 2005 Annual Statement Classes

DATE: February 13, 2006

In addition to the presentation that we will make on completing the Annual Statement to the N.E. Secretaries' Meeting at the Stoneham Town Hall on March 14, 2006, we will also be offering classes on this topic on other dates in March. Our focus will be on problem areas we identified while reviewing the 2004 Annual Statements, changes and updates in the 2005 Annual Statements, and any questions you might have.

Registration for these classes will be on a "first-come, first-served" basis. Because seating capacity is limited in each of the locations, it is important to register at your earliest opportunity.

Attached you will find a PERAC Class Registration Form. Please make copies of the blank form for each person wishing to attend one of the classes. Upon receipt of your completed registration form, PERAC will, via fax or e-mail, either confirm that a seat has been reserved for you, or advise you that seating capacity has already been reached. Unfortunately, anyone not pre-registered cannot be guaranteed a seat. In addition, if you find that you are unable to attend a class for which you have registered, please let us know at your earliest opportunity.

Please submit your pre-closing cashbook and trial balance for December 2005 to PERAC prior to February 28, 2006. If you encounter difficulties with this deadline, please contact me directly.

Thank you for your cooperation in this year-end closing process.